

# Joint Base Myer Equal Opportunity Office

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**(Supporting all units**  
**assigned or attached to**  
**JBM-HH)**

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# Mission

The JBM-HH EO's mission is to provide equal opportunity advice, support, and training to commanders, soldiers, family members, and civilians assigned or attached to the JBM-HH Command. The Command policy provides equal opportunity and treatment to all soldiers, civilians, and family members without regard to race, color, religion, gender, or national origin, and to provide an environment free of sexual harassment. The JBM-HH Command is dedicated to the fair treatment of all soldiers based solely on merit, fitness, capabilities, and potential. Specifically, the goals of the EO program are to:

Provide EO for military personnel, and family members, both on and off post and within the limits of the laws of localities, states, and host nations.

Create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of men and women of America's Army.

# EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS



**Make an informal complaint.**  
Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

***If You  
Are The  
Victim***

**Call the Equal Opportunity Hot Line at your installation to clarify whether an incident or behavior qualifies as sexual harassment or discrimination.**

***If Behavior  
Persists***

**File a formal written complaint on a DA Form 7279 with any of the following agencies. Complaints must be filed within 60 calendar days of the incident. Complaints made after 60 calendar days may be pursued at the commander's discretion.**

CHAIN OF COMMAND	EO ADVISOR	INSPECTOR GENERAL	HOUSING REFERRAL OFFICE	JUDGE ADVOCATE GENERAL	MILITARY POLICE OR CRIMINAL INVESTIGATOR	CHAPLAIN	MEDICAL AGENCY
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**3  
DAYS**

Complaints, except those filed with the IG, must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

**14  
DAYS**

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.

**7  
DAYS**

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

**30-45  
DAYS**

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.

# Equal Opportunity Training Course

Please get with your unit EOA to determine availability of slots :

- **MDW Facilitator's Course**

The MDW Facilitator course is a 40-hour course designed to prepare individuals to perform duties as facilitator

- **Equal Opportunity Leaders Course**

The Equal Opportunity Leaders Course is a 60 hour course that focuses the student on equal opportunity and diversity management. It prepares graduates to perform the duties of an Equal Opportunity Leaders at both the battalion and company level. Graduates of the course will possess the skills required to advise commanders in the conduct of informal equal opportunity complaints, conduct unit level equal opportunity training, assist the commander in climate assessment, assist in the preparation of special ethnic observances, and serve as the primary resource manager of equal opportunity matters within the unit.



# **CMD POLICY LETTERS**

- EO
- POSH
- Complaint processing procedures

# EO Regulations

## **DOD Directive**

DOD Directive 7050.6 -- Military Whistleblower Protection

DOD Directive 1350.2 -- Department of Defense Military Equal Opportunity (MEO) Program

DOD Directive 1300.17 -- Accommodation of Religious Practices Within the Military Services

## **Army Regulations**

AR 600-20 -- The Army Command Policy

AR 670-1 -- Wear and Appearance of Army Uniforms and Insignia (Pages 28 & 29 address tattoos)

AR 25-400-2 -- The Army Records Information Management System (ARIMS)

## **DA Pamphlets**

DA Pam 600-15 -- Extremist Activities

DA Pam 600-26 -- Department of the Army Affirmative Action Plan

DA Pam 350-20 -- Unit Equal Opportunity Training Guide

## **TRADOC Regulation**

TRADOC Reg 600-11 -- Equal Opportunity Action Plan (NEW) TRADOC Suppl 1 Reg

600-20 -- Army Command Policy

## **Handbooks**

Handbook -- Equal Opportunity Advisor's Field Handbook -- Religious Requirements and Practices

## **Training Circulars**

# BM-HH ETHNIC OBSERVANCES FY 11

•MLK Day (3 <sup>rd</sup> Monday)	12 Jan 11
•African American	17 Feb 11
•Women's History (WMN MEM)	Tentative 14-18
•Days of Remembrance	21 Apr 11
•Asian/Pacific (Pending)	18 May 11
•Women's Equality Day	24 Aug 11
•Hispanic American	22 Sept 11
•Native American	30 Nov 11
•MLK Day (3 <sup>rd</sup> Monday)	12 Jan 12
•African American	TBD

# Ethnic Observances

**Observance: Martin Luther King, Jr. Birthday**

Month: January

Date: 3d Monday

Authority: Public Law 98-144, Nov 1983 (Federal Holiday)

**Observance: African-American/Black History Month**

Month: February

Dates: 1-28/29

Authority: First Presidential Proclamation, Feb 1976

**Observance: Women's History Month**

Month: March

Dates: 1-31

Authority: Public Law 100-9, Mar 1987

**Observance: "Days of Remembrance" for Victims of the Holocaust**

Month: April/May

Dates: Sunday to Sunday for week incorporating Yom Hashoah

Authority: Public Law 96-388, Oct 1980



# Ethnic Observances cont.

**Observance: Asian Pacific Heritage Month**

Month: May

Dates: 1-31

Authority: First Presidential Proclamation, May 1991

**Observance: Women's Equality Day**

Month: August

Dates: 26

Authority: First Presidential Proclamation, Aug 1973

**Observance: National Hispanic Heritage Month**

Month: September/October

Dates: 15 Sep. - 15 Oct.

Authority: Public Law 100-402, Aug 1988

**Observance: National Native American Indian Heritage Month**

Month: November

Dates: 1-30

Authority: Public Law 102-188, Mar 1992

# LINK S

<http://www.deomi.org/SpecialObservance/WebResources.cfm>

Martin Luther King, Jr. Federal Holiday (17 Jan 2011)

[Department of Defense Tribute](#)

[King Center](#)

[Martin Luther King, Jr. Day of Service](#)

[Martin Luther King, Jr. Research and Education Institute](#)

[Nobel Prize Organization \(Biography\)](#)

Black History Month (Feb)

[Aboard the Underground Railroad](#)

[African American Freedom Fighters Soldiers for Liberty](#)

[African American History and Culture at the Smithsonian](#)

[African American Mosaic](#)

[African Americans in the Navy](#)

[Association for the Study of African American Life and History](#)

[Carter G. Woodson, Father of Black History Month](#)

[From Slavery to Freedom: The African American Pamphlet Collection 1822-1909](#)

[Slavery and the Making of America](#)

[The African American Migration Experience](#)

[Tuskegee Airmen, Inc.](#)

[The African American Yearbook](#)

Irish American Heritage Month (Mar)

[American Irish Historical Society](#)

[American Foundation for Irish Heritage](#)

# LINKS Cont

## Women's History Month (Mar)

[Library of Congress](#)

[National Park Service](#)

[National Women's History Museum](#)

[National Women's History Project](#)

[Navy Example of Women's History Month Observance](#)

[Powers of Persuasion - Women's Posters](#)

[Women in Military Service for America Memorial](#)

[Women in the Armed Forces](#)

[Women in the U.S. Army](#)

[Experiencing War - Women of Four Wars](#) [Greek Independence Day: A National Day of](#)

## Celebration of Greek and American Democracy (Mar 25)

[American Hellenic Educational Progressive Association](#)

[Center for Greek American Heritage](#)

## Holocaust Remembrance Day/Days of Remembrance (May)

[American Jewish Historical Society](#)

[Anti-Defamation League](#)

[Jewish American Heritage Month](#)

[Jewish War Veterans](#)

[National Museum of American Jewish Military History](#)

[Planning Observances for Military Audiences](#)

[United States Holocaust Memorial Museum](#)

Free Planning Resource from the United States Holocaust Memorial Museum  
To assist you in planning an observance for this year's Holocaust Days of Remembrance, the Museum has created a new resource containing a two-disc CD and DVD set filled with advice and ready-to-use resources for organizing civic, military, and interfaith observances. This resource is free and can be obtained by completing and submitting the form found at the following link:

<http://www.ushmm.org/DOCDVD2010>

# LINKS Cont

Asian Pacific American Heritage Month (May)

[Asian Nation](#)

[Asian Pacific American Heritage Association](#)

[Asian Pacific Islanders in the US Army](#)

[Federal Asian Pacific American Council](#)

[Filipino American Centennial Commemoration](#)

[National Museum of American History](#)

[The Asian American Yearbook](#) Caribbean American Heritage Month (Jun)

[Caribbean American Heritage Month](#)

[Caribbean Amerindian Centrelink](#)

[Institute of Caribbean Studies](#)

[U.S Rep. Barbara Lee \(sponsor of Caribbean-American Heritage Month legislation\)](#)

Women's Equality Day (Aug 26)

[Library of Congress: American Memory Project: Votes for Women](#)

[Not for Ourselves Alone \(PBS\)](#)

[Rutgers University](#)

Hispanic Heritage Month (Sep 15 - Oct 15)

[Rhumb Lines - Hispanic Heritage Month](#)

[Assimilation Trajectories for Mexican American Families](#)

[DOD Observance of Hispanic Heritage Month](#)

[Hispanic Americans in Congress](#)

[Hispanic Americans in the U.S. Army](#)

[Hispanic Employment Program](#)

[National Council of Hispanic Employment Program Managers](#)

[National Council of La Raza](#)

[National Park Service: Celebrate Hispanic Heritage Month](#)

[PEW historical Center](#)

# LINKS Cont

[Smithsonian Latino Center](#)

[The Hispanic Youth Symposium](#)

[The Hispanic Yearbook](#)

National Disability Employment Awareness Month (Oct)

[Americans with Disabilities Act of 1990](#)

[Famous People with Disabilities](#)

[Federal Employment of People with Disabilities](#)

[Office of Disability Employment Policy Publications](#)

[Presidential Task Force on Employment of Adults with Disabilities](#)

German American Day (Oct 6)

[German American Day](#)

American Indian Heritage Month (Nov)

[American Indian Heritage Month \(DOD\)](#)

[American Indians in the United States Army](#)

[Bureau of Indian Affairs \(Dept. of the Interior\)](#)

[Indian Health Service](#)

[Indians.org](#)

[National Native American Veterans Association](#)

[Native Americans in the U.S. Military](#)

[Society of American Indian Government Employees](#)

Miscellaneous

[U.S. Census Bureau - Minority Links](#)

[Presidential Proclamations](#)

[The Arab American Yearbook](#)